



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LEGAL SECRETARY II

Job Number: 20001624

Job Code: 90320V000101

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 05/16/1985

Job Revised: 02/24/2006

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex legal secretarial work; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years of secretarial experience, one of which must have been as a legal secretary.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Secretarial experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares standard language legal documents for attorney's signature from basic information provided by attorney. Takes

dictation in shorthand or through the use of dictation equipment and transcribes legal documents for staff attorneys. Types documents dealing with litigation, such as complaints, briefs, answers, motions of court, pleadings and other legal documents. Prepares indexes. Researches cases for quotations, citation and precedents of case law as directed by attorney. Types official opinions. Maintains a card index of prior opinions, cases and principles of law for ready reference by the legal officer. Compiles data relating to requests for information by prosecutors throughout the state. Types travel vouchers, makes reservations for attorneys and schedules appointments. Distributes mail to appropriate attorney. Distributes new cases to attorneys and maintains records of number of cases each attorney has. Keeps personnel, financial, statistical, inventory and other records. Applies internal regulations according to well defined standards and applies rules to a variety of work situations. Prepares and reviews correspondence dealing with legal matters for the legal officer's signature and answers correspondence as needed. Files legal documents.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform work in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.